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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: |  WHOLESALER & RETAIL BUYER |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The post of wholesale and retail buyer entails buying merchandise or commodities, other than farm products, for resale to consumers at the wholesale or retail level, including both durable and non-durables goods. Duties and responsibilities include analysing buying trends, sales records, price, and quality of merchandise to determine value and yield. |
| QUALIFICATIONS & REQUIREMENTS: | * A college degree or equivalent;
* Ability to give full attention to what other people are saying, and to bring others together and try to reconcile differences;
* Ability to persuade others to change their minds or behaviour.
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| COMPETENCIES: | * Integrity — Job requires being honest and ethical.
* Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high-stress situations.
* Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behaviour, even in very difficult situations.
* Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
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| TASKS: | * Analyse and monitor sales records, trends and economic conditions to anticipate consumer buying patterns and determine what the company will sell and how much inventory is needed;
* Authorise payment of invoices or return of merchandise;
* Conduct staff meetings with sales personnel to introduce new merchandise;
* Confer with sales and purchasing personnel to obtain information about customer needs and preferences;
* Examine, select, order, and purchase at the most favourable price merchandise consistent with quality, quantity, specification requirements and other factors;
* Interview and work closely with vendors to obtain and develop desired products;
* Manage the department for which they buy;
* Negotiate prices, discount terms and transportation arrangements for merchandise;
* Set or recommend mark-up rates, mark-down rates, and selling prices for merchandise;
* Use computers to organise and locate inventory, and operate spreadsheet and word processing software.
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| LINES OF COMMUNICATION: | SPECIFY |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |